



# NCOA NOTES

28 February 2007

**Key Leader Changes-** Mrs. Molethia Wilder the ATRRS/OML Manager is leaving and her replacement is SFC Fred Moore. He is the POC for any USAREUR OML/ATRRS and Academic Records issues for WLC. SFC Moore can be reached at DSN 475-8124/8456 or [frederick.moore@eur.army.mil](mailto:frederick.moore@eur.army.mil)

**OML-** On 23 February 2007, SFC Moore, OML Manager, pulled over 800 names from the USAREUR OML database. He pulled all eligible and available Soldiers, SGT (P) and SGT's, SPC (P) and quite a few SPC's. The UITMS database went through an access change which made it difficult for Schools NCO's to log into it to post updates. We held off as long as we could to do our OML pull and ATRRS inputs. Unfortunately, we could not post information into ATRRS in the 45 day window.

The next Class is dated 04-07 and starts 27 Mar 07 and runs through 25 Apr 07. The next OML pull will be on 22 Mar 07 and will be posted in ATRRS by NLT 24 Mar for class 04-07. This will allow for the full 45 days notice to the Soldier and the unit.

**Reminder: If you have Soldiers in a "wait" status on ATRRS and they do not get into class they must be put back into the USAREUR OML to be pulled for future class dates.**

If you have Soldiers in a "Wait" status they will have priority over a Soldier that is a "Walk On" regardless of rank. Again, I cannot stress how important it is to have data current and correct on the OML.

We will conduct another OML data scrub before the start of class 04-07. We will screen for Soldier data that has not been updated for 8 months or longer, incomplete information (i.e. no AKO address or incomplete, incomplete unit address, or incomplete basic Soldier information) and double entries. Any data found that fits into these categories will be removed from the OML. Schools NCOs need to review data frequently to ensure data is current and correct.

We are exhausting all efforts to provide current and correct numbers to units in USAREUR. This will allow us to do our job of managing the USAREUR OML more efficiently. This process can be painful if the units are not doing their part to keep their information current.

**FILL DAY-** This past fill day went well, but we are continuously try to streamline the process. One issue that is becoming a reoccurring problem is early arrivals. The guidance on Soldiers arriving the day prior to fill day is as follows:

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- Soldiers arriving early must be in a “reserved” status. If Soldiers are in a “wait” or walk on status prior co ordinations must be made. All early arrivals must be approved by the Commandant, Deputy Commandant or the Chief of Training (CHOT). Those units who do not make prior arrangements are responsible for housing their Soldiers the night prior to fill. This courtesy is extended to Soldiers who are traveling from great distances (i.e. over 3 hours away).

- Soldiers do not arrive before **1600** hrs the day before fill day. We do not have Cadre on duty to receive them until that time.

- In processing for all Soldiers in “reserved” status will be from 0700-0900 fill days.

All Soldiers in a “wait” or “walk on” will be in processed at 0900. If a unit has transportation issues and cannot make it before the 0900 cutoff, they need to contact the NCOA at COM: 09641-83-8451 or DSN: 475-8451 to relay the information. If no one is contacted and Soldiers are late regardless of ATRRS status, these Soldiers will lose their seats to Soldiers present and waiting to get into the course. **“NO EXCEPTIONS” will be granted.**

**In processing-**Sponsors and Schools NCOs need to stay clear of the area so Soldiers can be in processed without interference. Once the Soldier has checked in Sponsors and Schools NCOs need to leave the area.

**DA Guidance-** Once we receive guidance from DA about changes to Army Regulations or Policies we post them to our website. If you have questions about guidance please feel free to call. All Soldiers must meet the standards and the documentation should be in the Soldiers schools packet to reflect accordingly.

**AR 600-9 and APFT Standards-** This cycle we have 90 HT/WT failures in the course. Starting this cycle Class 04-07, we will be conducting HT/WT IAW AR 600-9 dated 27 Nov 06. The effective date for this regulation is 2 Apr 2007.

**It is required for Soldiers to have an APFT and be IAW AR 600-9 within 30 days of attending this course.** The DA Form 5500/5501 and DA Form 705 from the unit reflecting this is a part of the schools packet and the Soldier should have it with them when they inprocess.

**Packing List-** The current packing list on the website is dated **27 Feb 07**. Please check the website for updates and notes about the packing list. Make sure that you provide Soldiers and Sponsors the most current version. If you have any questions about the packing list please feel free to contact me. If a Soldier does not have all equipment on the packing list, and the reason is no fault of the Soldier; an Exception to Policy Memorandum must be sent to the Academy for approval by the Commandant at least 7 days prior to the start date of the course. We are streamlining the way the companies conduct the equipment inspection. It is no longer a “basic training” type layout. It will be conducted within the first three to four days of the course to give the Soldier time to correct deficiencies with minimal to no penalty.

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**Website-** It is my goal to ensure that everyone has access to the most current information about WLC through our website. One of the most recent additions was the ability for personnel to acquire student information within the first 48 hours of the class start date. For personnel security reasons, I am unable to post the entire list with student name and number. I am currently working on a secure link to be able to provide a more thorough list of student data.

**Profiles-** Last minute profiles were a big problem this past fill day. Make sure you get these in, in a timely manner. We also found Soldiers that were on recovery for previous injuries to include recent surgeries. Please make sure profiles are sent at least 15 days prior to the class start date. The medic or I are the receiving agencies for all profiles. If you have questions about profiles please contact our medics at DSN 475-8221, COM 09641-83-8221 or e-mail the medic NCOIC at [ncoa.medic@graf.eur.army.mil](mailto:ncoa.medic@graf.eur.army.mil) .

Every fill day we have a Schools NCO meeting in the Soldiers Chapel, BLDG 3500 here at Camp Normandy. The next meeting will be on 27 Mar 07 at 1100 hrs.

If you have any questions please contact me at DSN 475-8456, COM 09641-83-8456 or e-mail [leigh.perry@eur.army.mil](mailto:leigh.perry@eur.army.mil) or [cot-ncoa@graf.eur.army.mil](mailto:cot-ncoa@graf.eur.army.mil) . If you need assistance with ATRRS or the OML please contact SFC Frederick Moore at DSN 475-8124/8498, COM 09641-83-8124/8498 or e-mail [frederick.moore@eur.army.mil](mailto:frederick.moore@eur.army.mil) .

**Instructors Needed-** We are looking for motivated SSG's to be Small Group Leaders. If you are interested or know anyone who is please check out the instructor qualifications on our website or contact the CHOT at the number listed above.

If you have any questions or issues and you cannot contact me, please contact the Academy Secretary's office at COM: 09641-83-8451 or DSN: 475-8451.